



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
JOINT FORCES HEADQUARTERS KANSAS  
2800 SOUTHWEST TOPEKA BOULEVARD  
TOPEKA, KS 66611-1287

NGKS-AAG-LC

26 July 2011

MEMORANDUM FOR Major Subordinate Commanders and Battalion Commanders

SUBJECT: Approval of Exception to ATAG Policy #5, Transporting Personnel in the Back of Tactical and Cargo Vehicles

1. It is the policy of the Kansas National Guard that the transport of personnel in the back of tactical and cargo vehicles is prohibited. Because of state/federal disaster mission support or special circumstances, this policy outlines the steps for submitting requests for exception to ATAG Policy #5 which addresses the transporting of troops in the back of tactical vehicles. These requests will continue to be directed to the Commander, Kansas Army National Guard through the J3/G3, Director of Operations, with the approval remaining at the General Officer level. All such requests will include a detailed risk assessment properly completed on the DA Form 7566 (Risk Management Worksheet).

2. Requests for exception to ATAG Policy #5 that involve transporting of troops in a tactical environment only for the completion of properly authorized training will be directed to the Major Subordinate Commander. Approval for these requests may be granted by the Major Subordinate Command (MSC) Commander after a thorough validation of the training to be conducted and the mission being executed with an evaluation of the Risk Management process applied to the activity. Such requests will include a properly prepared, detailed risk assessment on the DA Form 7566 as an enclosure to the request. All risk assessments that result in a residual risk in the Extreme High Category will still be forwarded to the Commander, Kansas Army National Guard for approval.

3. MSC Commanders will ensure that as a minimum the following issues are addressed in the DA Form 7566 that accompany the request for exception to ATAG Policy #5. Safe movement of personnel will comply with AR 385-10, paragraph 11-5 and NGR 385-10, paragraph 15-6.


a. The specific type of vehicles to be used along with the configuration of the vehicle regarding troop fixed seating, safety straps, side rails, and cargo security. Ensure that PMCS is performed before each mission with special emphasis on correct tire inflation and inspection to validate that no recap tires are used on vehicles transporting troops.

b. The route of travel will be addressed with specific attention to tactical terrain, type and condition of roadway or trail to include any loose material, slope and size of roadway and shoulders, width of roadway to assist in action to pass oncoming tactical vehicles and actions of drivers in the event of unexpected obstructions. Maximum speed will be restricted to 20 mph on smooth surface roads with speed limits reduced for rough or uneven terrain or when road surface is wet or slippery.

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- c. Specific control measures will be listed indicating actions to be taken in the event of inclement weather that will impact road conditions and or troop comfort. Any event or condition that alters the original mission parameters will require a new risk assessment implementing control measures to address the unexpected condition, with mission continuation approval granted at the appropriate level. The evaluation will address the individual soldier equipment and any additional equipment being transported with the soldiers.
4. A request for exception to policy will be specific to the unit, its particular mission and training event, and shall describe exactly the number and type of vehicles and number of soldiers to be transported in each vehicle. If different vehicles have different destinations, this will also be explained with the various routes described and the assessment of hazards accomplished for each route.
5. MSC Commanders will be responsible for all decisions regarding the approval of exceptions to ATAG Policy #5 when operating in a tactical only environment.
6. When mission support or other circumstances dictate transporting personnel in the back of cargo or tactical vehicles in a non-tactical environment, the requirements will remain the same except for routing of the request will be as follows:
  - a. MSC Commanders will forward approved request (that has met requirements listed in tactical only environment) with attached DA Form 7566 for state active duty missions through the Joint Operations Center (JOC) to the J3/G3, with approval remaining at the General Officer level.
  - b. MSC Commanders will forward approved request (that has met requirements listed in tactical only environment) with attached DA Form 7566 for all other missions that dictate an exception to policy to the J3/G3, with approval remaining at the General Officer level.
7. Questions regarding this memorandum should be addressed to CW3 Marvin Terhune, State Safety Manager, at 785-861-3876.
8. This letter supersedes ATAG Policy Letter #5 dated 15 Jun 2004.



ERIC C. PECK  
Brigadier General, Kansas Army National Guard  
Commanding